



4061
10 Jun 2008

MEMORANDUM

From: Commanding Officer, CGC UNDERWAY
(WMEC-905)

Reply to
Attn of:

To: FS1 I. M. Cook

Subj: SMALL PURCHASE AUTHORITY

Ref: (a) Small Purchase Handbook, COMDTINST M4200.13D (SERIES)

1. You are designated as a non-warranted cardholder and delegated procurement authority utilizing the U. S. Government bank card held by FSC Moore in accordance with reference (a) and all applicable procurement regulations.

Name	Ian M. Cook
Address	CGC UNDERWAY (WMEC-905) 427 Commercial Street Boston, MA 02109
Telephone	Commercial (617) 223-3071
Single Purchase	\$1,000.00
30 Day Limit	\$6,000.00

2. FS1 Cook has completed the Basic Small Purchase course and has reviewed the Rocky Mountain Bank Card instruction video.

I. R. CAPTAIN

Copy: Unit PDR
Supply
CGD1 (apf)
FINCEN (ff)
COMDT (CG-11)

SAMPLE

1. Designated cardholder
2. Small purchase course must be completed
3. CO/OINC signature

Up to 5 personnel can utilize 1 Visa card, Cardholder and Approving Official must sign statement. Reference Small Purchase Handbook, COMDTINST M4200.13D, 5.B.3A